STATE OF MICHIGAN
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GOVERNOR

CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

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DIRECTOR

DATE: February 10, 2005

TO: LEA school district superintendents and public school academy administrators

FROM: Margaret M. Ropp, Ph.D., director, Center for Educational Performance and Information

Jeremy Hughes, Ph.D., acting superintendent, Michigan Department of Education

SUBJECT: Graduation and Dropout Rates for School Year 2003-2004

In several notifications this past year, the Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) reminded school districts of the importance of submitting complete and accurate data in the Single Record Student Database (SRSD). School districts were also informed that those data would be utilized in order to calculate the graduation and dropout rates. The 2003-2004 SRSD data submitted by school districts have improved over the previous year; however, those data are again of uneven quality.

In order to provide your school district the opportunity to review, correct and submit the final data that will be utilized to calculate the graduation and dropout rates, we will again reopen the Education Data Network (EDN). Reopening the EDN will allow your school district the opportunity to make corrections to the 2004-2005 Pupil Headcount Report IM-4203, which is utilized to generate the graduation and dropout rates. These data will be used to report rates to the state Legislature, the Michigan School Report Card for high schools, and the U.S. Department of Education.

The process will basically be the same as last year. The SRSD submissions will be used to pre-populate the EDN 2004-2005 Pupil Headcount Report IM-4203. School districts will then be provided with a window of opportunity to access the online EDN application to review, correct, and submit their data used to produce the graduation and dropout rates.

The data correction and submission window for the EDN 2004-2005 Pupil Headcount Report IM-4203 will be open from **12:01 a.m., Tuesday, March 1, 2005 through 11:59 p.m., Monday, May 16, 2005**. **This will be the only opportunity for school districts to correct their data utilized to produce the graduation and dropout rates. School districts will not be able to update their data after the submission period has closed.** Qualifying school districts must access the EDN and submit their data in order for the graduation and dropout rates to be available to the various state and federal offices. **School districts that fail to submit their data via the EDN will receive a 0 percent graduation rate for their high schools on the School Report Card**.

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In the current EDN system, CEPI will not use the SRSD to calculate graduation rates for either alternative schools or for special education center program schools. Those schools will have the opportunity to provide additional data via the School Report Card appeal process to substantiate an accurate graduation rate. All School Report Card appeals must be filed through the Michigan School Report Card Web site using the "request appeal" and "issue tracker" features to provide a record for each appeal.

Detailed information pertaining to reviewing, correcting and submitting data via the EDN is available from the CEPI Web site at www.michigan.gov/cepi. Click on "Education Data Network (EDN) Help" on the right-hand "Quick Links" navigation bar.

cc: ISD superintendents
     PSA authorizers